

# POLICY

## RIVERSIDE TOWNSHIP BOARD OF EDUCATION

SUPPORT STAFF  
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ASSIGNMENT AND TRANSFER

The Board of Education and the Superintendent reserve the right to assign and transfer support staff members to the positions for which they are qualified and in which their service will best serve the operation of the district.

The Superintendent is responsible for the assignment and transfer of support staff members, except that the Board of Education is responsible for the assignment of support staff members in the positions of treasurer of school moneys, election officers, board attorney, or board secretary, except a board secretary who performs business administrator functions.

The Board will transfer support staff members only upon the recommendation of the Superintendent and by a recorded roll call majority vote of the full membership of the Board. The Board will not withhold its approval of the transfer for arbitrary and capricious reasons.

The Board will consider the request of an employee who requests transfer to a new position and may grant a transfer so requested that is in the best interests of the school district.

In considering any transfer, the Superintendent shall base the choice on the employee's success in former positions, the employee's attitude toward change, the employee's length of service in the district, the recommendation of the employee's supervisor, and the operational efficiency advanced by the proposed transfer. No support staff member shall be transferred for disciplinary reasons.

N.J.S.A. 34:13A-1 et seq.  
N.J.S.A. 18A:27-4.1

Adopted: 18 January 1996  
Revised: 19 September 1996

